

Time Management

This hands-on half-day program is designed to help participants better manage their time. The program has participants reflect on the mindset required to better manage their time and provides the skills and tools necessary for successful time management.

Learning Outcomes

- Assess your current mindset and approach to time management
- Apply prioritization filters in order to manage time more effectively
- Recognize the impact between activity vs. productivity in driving behaviors
- Consider the value of information on achieving results
- Identify the impact poor time management has on our health
- Select time management best practices to apply

Program Flow

Welcome

Introduction
Learning objectives
How to make your day last longer

Time Management

Activity: Rotter's Continuum Assessment
Focus on the right things – being present
Application

Priority Setting

Activity: Billy's Homework
Urgency and importance matrix
Apply the filters
Application

Kanban Thinking

Goal shifting and rule activation
Commitment and stress – open loops
Activity: Kanban

Workshop Close

Workshop evaluation